

# SNOHOMISH COUNTY JOB DESCRIPTION

## OPERATIONS MANAGER - OPD

Spec No. 5003

### BASIC FUNCTION

To assist the Office of Public Defense (OPD) Attorney Administrator in planning, coordinating and supervising the OPD. Assist with budget development and execution. Supervise the assigned counsel/pre-trial service interviewers.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Supervises the planning, organizing, coordinating and management of departmental operations; supervises and assists subordinate level employees; participates in and makes recommendations concerning the firing, discipline, transfer and termination of subordinate employees; advises, assists, trains, and evaluates subordinates as necessary; assigns staff to distribute work load.
2. Participates in the development and management of the departmental budget; monitors revenues and expenditures and recommends changes in accounting systems and procedures as appropriate.
3. Supervises and participates in OPD projects including the development and implementation of goals and objectives, contracting and the development of project monitoring and evaluation systems.
4. Acts as liaison between the Office of Public Defense and Superior and District courts, law enforcement agencies, the county clerk, corrections and county public defenders association, attorneys and other county departments; resolves conflict situations which arise in dealing with the public.
5. Provides ongoing monitoring of programs; makes recommendations for modifications as necessary.
6. Acts as departmental representative in policy and procedure training and review meetings as directed the by the Attorney Administrator.
7. Advises and assists subordinates with administration of caseloads and budget decisions and related questions, problems, and procedures.
8. Prepares program information for Attorney Administrator on special studies and department projects.
9. Prepares various fiscal reports on department caseload statistics, expenditures, and revenues. Assists the Attorney Administrator in negotiation and execution of contracts.
10. Prepares written recommendations to the courts regarding the payment of attorney fees, as required; assists as liaison between judges, defense attorneys, prosecuting attorneys and other justice system personnel in order to coordinate applicant's defense representation.

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Spec No. 5003

### STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. Works on interdepartmental level to improve customer service, execute departmental missions and promote problem solving partnerships within the law and justice system.
12. Prepares and maintains required records and files; audits case files for assignment to appropriate counsel and for payment of appropriate fee when the case is closed; prepares and submits required reports.
13. Reviews defense attorney's billings for legal services; prepares and submits vouchers for payment of billings and other office expenses. Reviews such billings for contract compliance issues.
14. Collects data, maintain records and prepares required reports.
15. Provides information, legal and social referral serves to applicants and the general public; gives presentations regarding program services.

### STATEMENT OF OTHER JOB DUTIES

16. May perform all the duties of subordinate level employees.
17. Performs related duties as required.

### MINIMUM QUALIFICATIONS

A Bachelor's degree plus 3 years of relevant experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination.

Candidates for employment must possess a valid Washington State Driver's License.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques;
- practices, methods and procedures of business or public budgeting, fiscal management, and administration;
- revenue, expenditure and cash forecasting methods and models;
- organization theories and practices;
- research methods and techniques;
- program budgeting and financial management concepts and principles;
- computer programs and technology;
- interviewing techniques;
- judicial and criminal justice system.

Ability to:

- maintain all ethical and professional standards of the Office and County;
- observe strict confidentiality regarding all information obtained in course of employment;
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness;
- work independently with a minimum of supervision;
- plan and manage complex projects;
- plan and organize work, meet deadlines and manage several projects simultaneously;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- interview and effectively communicate with people of all ages and from a variety of cultural, economic and ethnic background;
- interview clients effectively in the face of hostility and dispute;
- communicate effectively both orally and in writing;
- accurately process data and maintain records;
- read interpret and apply work-related laws, rules and regulations;
- analyze and evaluate data;
- organize facts and present finding, conclusions and recommendations in a clear, concise and logical manner;
- assess the relative advantages and disadvantages of alternative courses of action;
- prepare clear and concise written reports;
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds;
- establish and maintain effective work relationships with elected officials, department heads, Executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public.

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### SUPERVISION

This position reports to the Attorney Administrator. The work is performed with a high degree of independence and is reviewed through meetings, periodic status reports, periodic written evaluations and results obtained.

### WORKING CONDITIONS

The work is performed in the usual office environment, satellite courthouses and a maximum security jail. The position requires working evenings, weekends and holiday.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1971 as Assigned Counsel Assistant  
Revised: January 1991, August 1995, June 2000,  
Revised and Retitled: June 2007 Assigned Counsel Supervisor  
EEO Category: 2 – Professionals  
Pay Grade: 245 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous